



ANNOUNCEMENT

(June 14, 2021)

DILG Regional Office No. 02 is in immediate need on a **Contract of Service basis** with the following qualifications and responsibilities as indicated in the attached document:

- **One (1) FINANCIAL ANALYST I –**
Ph 22,316.00/month for the period July 1, 2021 to
December 31, 2021

Location: Regional Office

- ✓ Male or Female
- ✓ Graduate of Bachelor's Degree in Finance, Accountancy, or any related course
- ✓ At least 1 year of related experience
- ✓ Proficient in oral and written communication skills
- ✓ Knowledgeable in MS Office applications

Responsibilities/Tasks:

- Assists the RPD MU in overseeing the over-all financial aspect/concerns of the locally-funded projects in coordination with the DILG RO-Finance and Administrative Division;
- Monitors the monthly disbursement of the MOOE and project funds of the locally-funded projects;
- Assists the Financial Analyst II in the preparations and submission of the Monthly Status Report of the project and operational funds of locally-funded projects and regularly provide inputs in the google shared from the DILG CO OPDS for tracking fund utilization;
- In coordination with the Finance Section of the Finance and Administrative Division, assists the Financial Analyst II in providing inputs in the preparation of the works and financial plan and work breakdown structures of the regional hired staff charged against MOOE of the locally-funded projects;

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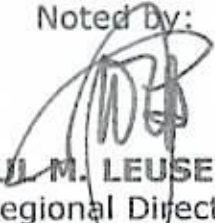


- > Assists the Financial Analyst II in coordinating with the DILG CO and other Finance Officers in the areas of planning and budgeting of related activities under the locally-funded projects;
- > Assists the Financial Analyst II in facilitating the timely release of funds to the LGUs and monitors its judicious utilization and ensures timely liquidation;
- > Attends all meetings and provide solutions to financial issues and concerns pertaining to locally-funded projects;
- > Assists the Financial Analyst II in establishing and maintains the bookkeeping of locally-funded project funds and the sub-allotted operational funds of the region;
- > Perform other tasks as maybe assigned by the immediate supervisor and the Regional Director.

Interested applicants may submit the following to the DILG Regional Office not later than June 24, 2021 or email to r2dilg@yahoo.com

1. Application Letter;
2. Duly accomplished and updated Personal Data Sheet;
3. Certificate of Employment for previous employer (if applicable)
4. Photocopy of License
5. Duly Authenticated photocopy of Transcript of Records and Diploma


IVE B. SALUDEZ
Chief Administrative Officer
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Noted By:

DONATHAN PAUL M. LEUSEN, JR., CESO III
Regional Director